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# ENG 1001G-001: Composition and Language

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## ENG 1001G – Spring 2003

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Office Hours  
W – 9:30-11:30  
T-TH – 11:00-11:30& 1:25-2:45

### Texts

*The St. Martin's Guide to Writing* – Axelrod/Cooper  
*The Bedford Reader* – Kennedy/Kennedy/Aaron  
*The Blair Handbook* – Fulwiler/Hayakawa  
*English Online* – Harnack/Kleppinger

### Course Objectives

Welcome to the ETIC (English Technology-Integrated Classrooms). English 1001G is a writing-centered course that integrates the latest technology into the writing process. Together I hope we can learn the best ways to use the computer technology to improve our writing skills.

First and foremost, please remember that this is a composition course. Our goals are to produce effective, competent essays, and we'll do that with the aid of lots of great resources and technology. This course will focus on various modes of writing, paying particular attention to revision and peer editing methods. We will be focusing most of our attention of the role revision plays in the writing process by doing conferences during various stages of the writing process.

The first week we will discuss topics that you find compelling – anything from issues of higher education, race or media. Whatever the class choices will be the focus for our semester. You'll commit to the topic and research it. Your goals are to write four essays and subsequent revisions generated from your ideas and research. Once you've decided on an area of research, you'll propose essay topics and together we'll work through the writing process.

### Stuff You'll Need

You must have two formatted 3.5-inch computer disks. These computers will “read” double sided or high-density disks, so choose the type that is compatible with your computer. If you have no preference, get high density. You should have a folder to hold and keep all aspects of your writing.

### Class Policy

You will contract for the grade you want to receive in this course. Since our focus is on rewriting, not just fixing errors, each letter grade has a different requirement on the number of essays that must be revised. **You must write a first draft for each assigned essay.** From there you will determine which essays you want to revise. Your essays will receive written and verbal comments from me on all stages of your writing, but your letter grade has already been determined by your signed contract. If you do not fulfill the specifications of the letter grade for which you contracted, you will drop to the grade whose requirements you have fulfilled.

## **Attendance**

Regular attendance is essential. I do not want to be your mother, nurse or your confessor; this means that I don't want to determine what is excused or unexcused. You can have four personal days for the semester. If you miss a day, it is your responsibility to ask the next class period about making up missed work. If you do not ask the next class period, you cannot make up the assignment. A scheduled EIU function—i.e. sports or academic club-sponsored event is not counted as a personal day, but I must be notified a class period before the event, and you are responsible for making up missed assignments immediately after such an event. Serious or prolonged illness or personal problems will be looked at on an individual basis and could be dealt with by dropping the course or receiving an incomplete if you meet catalogue requirements. If you are ill, you need to go to health services and bring to me a printout that shows you were in the care of the health service, and they excused you for my class period. Going to health service after you have missed my course will not qualify for an excused absence. If you miss a Tuesday class when the health service check in was for Monday, the absence will only be excused if you can show that a doctor restricted your attendance for other class days. If you miss more than four personal days, you will receive an NC for the course.

## **Records**

I will keep records of your rewrites, attendance in class and workshops, and your reading responses. I have given you a sheet, at the end of this syllabus, for keeping track of your progression—please keep a close record of your work. I will cheerfully remind you throughout the semester about your progress towards fulfilling your contract (see attached contract).

## **Revision Policy**

As your instructor, I have the right to decide if a rewrite is complete and in compliance with the topic. I will comment on your first draft and give suggestions for revisions. You may revise each paper two times. If after the second revision you have not achieved your contracted grade, we will look at the next assigned essay. If you are still struggling with certain skills, we will then discuss recontracting for a lower grade. You have the right to come in and discuss renegotiation of your contract. You may find that you want to negotiate for a higher grade.

We will spend considerable time discussing just what a rewrite or revision is. As we go through the semester, the process will become clearer as you move toward your goal of fulfilling your contract.

Since people will be revising some papers more than others, set due dates will not be assigned. Perhaps you will need two revisions to secure your desired grade, while someone else may need only one. The biggest challenge of this grade contract system is to keep on task. Don't wait and try to turn in several papers at a time. I will look at only one paper and its revisions at a time. When I turn it back, you may submit another paper or a further revision. The final class days I will look at just one paper and its revisions, so plan accordingly.

## **Disabilities**

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services (581-6583) as soon as possible.

## **Contract Terms**

For an A

1. You must meet course attendance requirements (see attendance policy).

2. All drafts and rewrites must meet with the specifications of the assignment, and each must conform to the basic writing requirements (see handout Guidelines for Evaluating Writing Assignments in EIU's English Department).
3. You must rewrite all four essays.
4. You must attend both conferences and all writing workshops.
5. You must submit all five reading responses.
6. You must score at least an 80% on your MLA quiz.

#### B

1. Same as for an A.
2. Same as A.
3. You must rewrite three out of four essays.
4. Same as for an A.
5. You must submit four out of five reading responses.
6. You must score at least a 75% on your MLA quiz.

#### C

1. Same as for A and B.
2. Same as for A and B.
3. You must rewrite two out of four essays.
4. You must attend one conference and one writing workshop.
5. You must submit three out of five reading responses.
6. You must score at least a 70% on your MLA quiz.

This is an A, B, C, NC course. If you do not fulfill the minimum requirements for a C contract, you will receive an NC and have to retake the course.

I will keep records of your rewrites, attendance in class and workshops, and your reading responses. I have given you a sheet, at the end of this syllabus, for keeping track of your progress—please keep a close record of your work. I will cheerfully remind you throughout the semester about your progress towards fulfilling your contract (see attached contract).

As your instructor, I have the right to decide if a rewrite is complete and in compliance with the topic. You may need to rewrite several times to fulfill your contract. A cover letter discussing your revisions must accompany each new revision. If you have contracted for an A but your revisions contain serious errors, I have the right to not accept a revision as sufficient and subsequently drop you down to the next contracted grade. Before this happens, I will discuss your options.

We will spend considerable time discussing just what a rewrite or revision is. As we go through the semester, the process will become clearer as you move toward your goal of fulfilling your contract.

#### Cover Letters

A cover letter must accompany every stage of your writing. **Before I will read any draft of an essay, you must include a typed letter discussing the writing of the essay.** For example, a cover letter accompanying a first draft might discuss areas in which you struggled. The letters are a way for you to communicate things you want me to take a closer look at or concerns you want to address that will aid you in revision. Each revision must have a letter that discusses what you have revised and any aspects of the paper that need further work. To me these cover letters are a valuable tool in our revision process. I expect the letters to be several paragraphs long and not merely a summary of changes; I want them to be a dialogue concerning the on-going development of your essay.

#### Plagiarism

Note: The English department's statement concerning plagiarism.

Any teacher who discovers an act of plagiarism—"The appropriation or imitation of language, ideas, and/or thoughts of another author, and representation of them as one's original work" (Random House Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the course, and to report the incident to the Judicial Affairs Office.

### Course Work

Weeks 1-2	Course Introduction, Voice Diagnostic Writing and Focusing on Purpose, Audience and Voice – <u>Blair</u> Handbook p. 57-67
Week 3	Conducting Research and Arguing Positions
Week 4	Writing Workshop – Work on proposals and first drafts of first essay
Week 5	Documenting Sources: MLA Style – <u>Blair</u> p. 237-251
Week 6	MLA Quiz – Sentence Structures and Paragraphs – <u>Blair</u> p. 363-422
Week 7	Writing Workshops for second essay and revisions
Week 8	Conferences – Must have drafts and revisions of first two essays
Week 9	Spring Break
Week 10	Focused Revising – <u>Blair</u> p. 323-334
Week 11	Writing Workshop for third essay and revisions Focused Revising – <u>Blair</u> p. 323-334
Week 12	Editing Grammar and Punctuation --Proposals for fourth essay
Week 13	Writing Workshop and work on drafts and revisions
Week 14	Conferences
Week 15-16	Revisions and finishing up contracts

**Contract**

I, \_\_\_\_\_, am contracting for a letter grade of \_\_\_\_\_ for Eng  
1001G Spring 2003. I have read the contract requirements and understand them and the syllabus.

Signed

\_\_\_\_\_

**Grade Sheet**

Grade Contracted \_\_\_\_\_

Paper 1      Revised    \_\_\_\_\_    Not RevisedPaper 2      Revised    \_\_\_\_\_    Not RevisedPaper 3      Revised    \_\_\_\_\_    Not RevisedPaper 4      Revised    \_\_\_\_\_    Not Revised

Reading Responses – Circle number completed

1            2            3            4            5

Workshops Attended \_\_\_\_\_

Conferences attended \_\_\_\_\_

MLA Quiz Score \_\_\_\_\_

Dates Absent: